

# Case Recordation Geographic Report with Land

**Menu Option:** Pub CR Geo Report W/Land

**Purpose:** This report produces a geographic listing of case information based on retrieval by Meridian/Township/Range. This report format will display the case type, case disposition, meridian, township, range, section, survey type, survey number, surface management agency, pending actions, serial number, and total case acres.

**Selection Criteria:** The criteria input for the report is found in the Public Case Recordation Reports menu grouping from the Reporting Application.

The required criteria include Admin State and either Meridian/Township/Range or Meridian/Township/Range/Section.

Additional criteria that can be used include: Geo State, Case Disposition, Casetype, and Commodity Code.

## Procedure:

1. Select **CR Geo Report W/Land** from the reporting menu.

PUB CR GEO REPORT W/LAND (LR2000 PUBLIC REPORTS)

Please Choose Which Criteria You Would Like to Filter On

**MANDATORY CRITERIA**

☒ Admin State \*1

**MUST CHOOSE ONE AND ONLY ONE OF THE FOLLOWING CRITERIAS**

☐ Mer Twp Rng \*2

-----OR-----

☐ MTRS \*2

**CHOOSE ANY OF THE FOLLOWING CRITERIAS**

☐ Geo State

☐ Case Disposition

☐ Casetype

☐ Commodity Code

Select Criteria

2. Click to select one of the required criteria that are separated by the --OR-- lines.
3. Click to place a checkmark by the optional criteria you want to include in the search.
4. Click **Select Criteria** to specify search criteria values.

Return to Application Menu | Return to Report Menu | Return to Criteria Selection

**PUB CR GEO REPORT W/LAND (LR2000 PUBLIC REPORTS)**

Please Set the Limits You Would Like to Filter On

**MANDATORY CRITERIA**

Admin State

Mer Twp Rng

**OPTIONAL CRITERIA**

Geo State

Case Disposition

Casetype

Commodity Code

**SELECT REPORT FORMAT**

☒ Sort on Serial Number

☐ Sort on MTRS

**Note:** To change criteria selection, click Return to Criteria Selection.

**TIP:** To select multiple values for a criterion, enter each code separated by a comma in the text field or use the ALT key (for non-sequential items) or Shift key (for sequential items) and select multiple items in the list box. Click Close or click Set for another criterion to retain the search criteria.

**Identify the Required Information:**

- Click **Set** for **Admin State** to specify the state in which the legal land description is located.
- Click **Set** for **Mer Twp Rng** or **MTRS**.

Setting these criteria are basically the same for each except that MTRS also includes the section code.

Enter the exact code for the meridian, township, range, and section (if applicable) and click the green arrow to place it in the selection box.

Enter as many codes as desired. Click Select All to use all codes as criteria.

MTRS

MTRS Format:  
06 0010S 0980W 001

**MTR** must be entered as:

2 digits for Meridian Space 5 digits for Township Space 5 digits for Range.  
For example to enter T1N, R1E in Idaho, you would enter 08 0010N 0010E.

**MTRS** must be entered as:

2 digits for Meridian Space 5 digits for Township Space 5 digits for Range Space 3 digits for section. For example to enter T1N, R1E, section 1, in Idaho, you would enter 08 0010N 0010E 001.

**ALWAYS USE UPPERCASE LETTERS AS THIS IS HOW THE DATA IS STORED. IF YOU USE LOWERCASE LETTERS, YOU WILL NOT GET ANY DATA RETURNED.**

*Identify the Optional Information:*

7. Click **Set** for **Geo State** to limit the reporting of the administrative state to a smaller area.

If an Admin State has been selected, only the geo states associated with the admin state appear in the Geo State selection box. If the Admin State has not been selected yet, all states appear in the selection box.

Enter the two-letter state code(s) in the text field or select from the list box.

8. Click **Set** for **Case Disposition**.

Enter the numeric case disposition code or select the desired case disposition(s). Select multiple by holding down the Ctrl key to select non-sequential criteria or holding down the Shift key and selecting sequential criteria

9. Click **Set** for **Casetype** to identify one or more case types.

Close Casetype

☐ Not

Begins With

Enter Casetype code

--- OR ---

Enter Casetype Text

--- OR ---

or Select Casetype

Sort Code Sort Desc

Select here to clear values

- 000000 - PUBLIC LAND (NO ACTION)
- 000445 - CONTEST-PRIVATE
- 000900 - PWRKS PERMIT-LEASE-ESMT
- 007500 - MISC NON-COUNT
- 007502 - ACQUIRED EASEMENT
- 009999 - TO BE DEFINED
- 161000 - RESOURCE MGT PLANNING

This type of criteria selection provides the option between using an operator (such as “begins with”), an optional not, (to state that the code does not “begin with” the entry) and two text fields to enter all or part of the casetype code or text name. Select multiple by placing a comma between the entries.

OR

Select the casetype value from the list box. Select multiple by holding down the Ctrl key to select non-sequential criteria or holding down the Shift key and selecting sequential criteria.

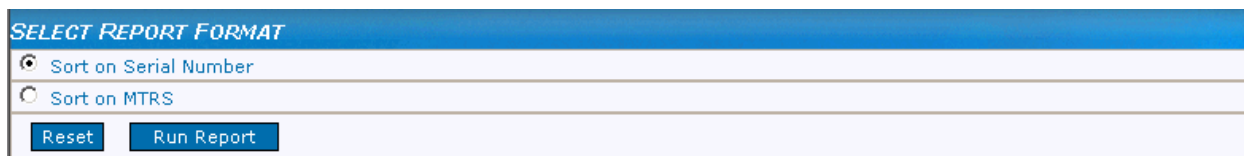
10. Click **Set** for **Commodity Code**.

Use an operator (such as “begins with”), an optional not, (to state that the code does not “begin with” the entry) and the text field to enter all or part of the commodity code. Select multiple by placing a comma between the entries.

OR

Select the commodity code value from the list box. Select multiple by holding down the Ctrl key to select non-sequential criteria or holding down the Shift key and selecting sequential criteria.

**Select Report Format:**



11. Select the report format for the initial display of the run report.

**Process Report:**

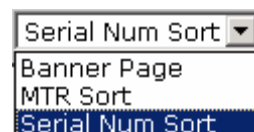
12. After selecting all criteria, click **Run Report**.

13. Click **OK** to confirm the report criteria.

If all required criteria have not been identified, a message specifies the criteria that must be set. Click OK, identify criteria values and run the report again.


When the report has finished processing, reporting based on the selected format displays. You have the following format options in which to view additional report information.

Select from the dropdown list at the top of the report to select report information :



**Print Report:**

To print the report, the report must first be converted into a pdf. Printing from the original display of the report will just print the information displayed in the report window.

1. Click the  (pdf) icon on the tool bar.

The system converts the information to Adobe Reader format, showing an hour glass while the conversion is processing.

2. When the pdf displays, click the printer icon or select File > Print.

## EXAMPLE:

**Query:** What land in T 23 S R 19 E Salt Lake Meridian, Utah, is in authorized cases, and how much acreage is in each case?

### Step 1 - Set Criteria

#### Set Admin State

Type “UT” into the edit field *or* select ‘UT-UTAH’ in the list box.

#### Set Mer Twp Rng

Type “26 0230S 0190E” into the edit field and click the green √.

If you want to run the report by MTRS select the Mer/Twp/Rng Multiple Sections button.  
A limit dialog box will appear for you to enter the complete MTRS codes.

#### Set Case Disposition

Select ‘AUTHORIZED’ in the list box.

### Step 2 - Select Report Format

Select Sort on Serial Number

### Step 3 - Process Report

Click **Run Report**. The report ‘Sorted by Serial Number’ displays.

RUN DATE: 03/31/05 09:56 AM  
STATE: UT

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
GEOGRAPHIC REPORT WITH LAND  
SORTED BY SERIAL NUMBER

Page 1 of 6

Serial Number: UTSL 0062620  
Total Case Acres: 727.540

<u>Casetype</u>	<u>Case Disp</u>	<u>MER</u>	<u>TWP</u>	<u>RNG</u>	<u>SEC</u>	<u>SUR TYPE</u>	<u>SUR NR</u>	<u>SUF</u>	<u>SUBDIVISION</u>	<u>ACT PEND</u>
282105	AUTHORIZED	26	0230S	0190E	003	L			1; E2SE,W2NE,SENE; SWSW; W2SE,NESW,NW; N2NE,SENE,NESE;	
					011	A				
					012	A				
					013	A				
					024	A				

Serial Number: UTU 010657  
Total Case Acres: 2051.240

<u>Casetype</u>	<u>Case Disp</u>	<u>MER</u>	<u>TWP</u>	<u>RNG</u>	<u>SEC</u>	<u>SUR TYPE</u>	<u>SUR NR</u>	<u>SUF</u>	<u>SUBDIVISION</u>	<u>ACT PEND</u>
285003	AUTHORIZED	26	0230S	0190E	018	L			9-11; W2NE,SENE,NESE; 1,2; W2SW,SESW,SWSE; SWNW,NWSW; NENW,N2NE,SENE; W2NW,SENW,NESW,SE; SWSW;	
					019	A				
					019	L				
					020	A				
					028	A				
					029	A				
					034	A				
					035	A				

Serial Number: UTU 043521  
Total Case Acres: 441.380

<u>Casetype</u>	<u>Case Disp</u>	<u>MER</u>	<u>TWP</u>	<u>RNG</u>	<u>SEC</u>	<u>SUR TYPE</u>	<u>SUR NR</u>	<u>SUF</u>	<u>SUBDIVISION</u>	<u>ACT PEND</u>
288100	AUTHORIZED	26	0230S	0190E	011	A			W2NE,SENE,NESE; W2SW; SWNE,N2NW,SENW,W2SE,SESE; E2NE;	
					012	A				
					013	A				
					024	A				

**Note:** To view the banner page or report sorted on MTRS, select from the format drop-down list.

RUN DATE: 03/31/05 09:57 AM  
STATE: UT

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
GEOGRAPHIC REPORT WITH LAND  
SORTED BY MTR

Page 1 of 8

Serial Number: UTSL 0062620  
Total Case Acres: 727.54

Casetype	Case Disp	MER	TWP	RNG	SEC	SUR TYPE	SUR NR	SUF	SUBDIVISION	ACT PEND
282105	AUTHORIZED	26	0230S	0190E	003	L			1;	
					011	A			E2SE,W2NE,SENE;	
					012	A			SWSW;	
					013	A			W2SE,NESW,NW;	
					024	A			N2NE,SENE,NESE;	

Serial Number: UTU 010657  
Total Case Acres: 2,051.24

Casetype	Case Disp	MER	TWP	RNG	SEC	SUR TYPE	SUR NR	SUF	SUBDIVISION	ACT PEND
285003	AUTHORIZED	26	0230S	0190E	018	L			9-11;	
					019	A			W2NE,SENE,NESE;	
					019	L			1,2;	
					020	A			W2SW,SESX,SWSE;	
					028	A			SWNW,NWSW;	
					029	A			NENW,N2NE,SENE;	
					034	A			W2NW,SENW,NESW,SE;	
					035	A			SWSW;	

Serial Number: UTU 043521  
Total Case Acres: 441.38

Casetype	Case Disp	MER	TWP	RNG	SEC	SUR TYPE	SUR NR	SUF	SUBDIVISION	ACT PEND
288100	AUTHORIZED	26	0230S	0190E	011	A			W2NE,SENE,NESE;	
					012	A			W2SW;	
					013	A			SWNE,N2NW,SENW,W2SE,SESE;	

RUN TIME: 09:58 AM

DEPARTMENT OF INTERIOR  
BUREAU OF LAND MANAGEMENT  
Input Parameters for Geographic Report with Land

RUN DATE: 03/31/2005

System Id = CR  
Admin State = UT

Geo State =

Casetype Begins With

Casetype Txt Begins With

Case Disp Txt = AUTHORIZED

Mer Twp Rng = 26 0230S 0190E

Mtrs =

Commodity =